

January 30, 2014

To: School District Superintendents,  
Persons responsible for School District Health Benefit Data

From: OIC K-12 Health Benefit Data Collection Project Team ([Y2DataCallTeam@Treinen.com](mailto:Y2DataCallTeam@Treinen.com))

CC: Office of the Insurance Commissioner (OIC)  
Office of the Superintendent of Public Instruction (OSPI)  
All Educational Service Districts (ESDs)  
Washington School Information Processing Cooperative (WSIPC)  
Regional and District Information Service Center (ISC) Directors

RE: Year 2 School District Data Call - OIC Request for K-12 Health Benefit Data, as mandated by ESSB 5940

Good day,

As you are probably aware, the OIC is required to collect school district health benefit data as specified in ESSB 5940. The purpose of this message is to request that your school district submit the required data for Year 2 (Y2). This request for data is sometimes referred to as the 'Data Call'.

For further information on ESSB 5940, on the rules associated with this legislation, or on Treinen Associates Inc. (the contactor performing the K-12 Health Benefit Data Collection Project on behalf of the OIC) please see the section below entitled 'Further Information - Links'.

### **Data Call Description**

As in Y1, data will be submitted by means of a Data Collection Spreadsheet with multiple tabs labelled 'Section 1', 'Section 2' (etc.), each of which contains a different category of data. Various improvements have been made since last year to the spreadsheet, including the addition of a macro named "Check My Spreadsheet" which immediately reports errors to the user so that they can be corrected before data submission. This macro is intended to catch many of the errors that were encountered in Year 1 of the data call, thus making the whole process more efficient.

Because some email systems may see the spreadsheet as a malicious file and reject the email due to the macros, the Data Collection Spreadsheet is being sent in a separate email. If you do not receive the second email immediately following this email, please go to the OIC website link listed below and download the spreadsheet.

The required data is described in detail within the attached document entitled 'Year 2 Data Call Instructions - School Districts - ESSB 5940'.

Both the Data Collection Spreadsheet and the Instructions are also available on the OIC's web page about the Year 2 District Data Call. There is a link to this below under 'Further Information - Links'.

### **Data Submission**

In Y2 we will no longer use email as the data transport mechanism. Instead we will use ShareFile.com. Information on this service may be found on the service's website, which is [www.sharefile.com](http://www.sharefile.com). If you have specific concerns about the data security arrangements of ShareFile.com, please see [www.sharefile.com/industries/business/security.aspx](http://www.sharefile.com/industries/business/security.aspx).

### **WSIPC Districts that Use WESPaC**

On behalf of its school district membership, WSIPC has developed various enhancements to the extract that was run on behalf of member districts during Year 1 of the District Data Call. These enhancements integrate the OIC extract into the

WESPaC software, and allow districts to extract, on demand, most (but not all) of the data that they are required to report. The enhancements are provided at no charge to member districts.

Just like in Year 1, districts will need to:

- Carefully inspect and verify the extracted data
- Modify it as necessary
- Add to it, particularly with respect to various narratives that are required

WSIPC has prepared a separate communication outlining the process districts should follow to use the new features of WESPaC and extract their district's data. These instructions are included as an attachment to this Data Call. Additionally, they will be distributed by WSIPC and may be downloaded from the OIC's web site.

### **Districts that Use Software Other than WESPaC**

If your school district uses software other than WESPaC for functions such as Payroll, Finance and Employee Benefit Management then you should either populate the Data Collection Spreadsheet manually, or:

- Modify the program your district used in Year 1 to extract the required data from your computer system
- Load the extracted data into the Data Collection Spreadsheet
- Validate all extracted data
- Fill in the gaps, such as narrative data fields

In addition to the Data Collection Spreadsheet and the Instructions document, we will supply (on the OIC's web site) eight (8) empty file templates in .CSV format. These may be used by non-WSIPC districts as the output file definition for queries or extract routines that are run against district database(s). However, please submit your data using the Data Collection Spreadsheet that we supply – this should make your task easier, as the spreadsheet contains various edits and macros that allow you to pre-validate many aspects of your data before submitting it.

### **Timelines**

12/18/13	Individual ShareFile accounts were set up for all districts. A notification email was sent from ShareFile (the sender id was <a href="mailto:Y2DataCallTeam@Treinen.com">Y2DataCallTeam@Treinen.com</a> ) asking each district to log into their ShareFile account and change the password. Please do this as soon as possible, if you have not already done so.
1/30/14	On this date the final version of the District Data Call is being sent to all school districts and also posted to the OIC's web site. There is a link to this below under 'Further Information - Links'.
February 2014	Webinars (see District Orientation Sessions below)
5/31/14	Deadline for all district year 2 data submissions.

### **District Orientation Sessions**

The project team will run a series of webinar-based Orientation sessions from February 3 to February 28, 2014. These sessions are intended to provide guidance to districts and answer any questions they may have about the data call. To register for an Orientation Session please go to:

<https://attendee.gototraining.com/rt/3702584870945134081>

### **Questions? Comments?**

Please feel free to send us an email at [Y2DataCallTeam@Treinen.com](mailto:Y2DataCallTeam@Treinen.com)

Thank you,

The Year 2 OIC K-12 Health Benefit Data Collection Project Team

## Further Information - Links

### ESSB 5940

The original legislation may be found at: <http://apps.leg.wa.gov/documents/billdocs/2011-12/Pdf/Bills/Senate%20Bills/5940-S.E.pdf>

### Treinen Associates Inc.

Treinen Associates' web site: [www.treinenassociates.com](http://www.treinenassociates.com)

### OIC Rules

The OIC's rules associated with ESSB 5940 are available on the OIC's web site: [www.insurance.wa.gov/laws-rules/legislation-rules/recently-adopted-rules/documents/2012-21103P.pdf](http://www.insurance.wa.gov/laws-rules/legislation-rules/recently-adopted-rules/documents/2012-21103P.pdf)

### Office of the Superintendent of Public Instruction

The OSPI has information on ESSB 5940. Please see: [www.k12.wa.us/Finance/InsuranceBenefits5940.aspx](http://www.k12.wa.us/Finance/InsuranceBenefits5940.aspx)

This site contains, amongst other things, FAQs regarding OSPI's view of the legislation and its implications.

### OIC K-12 Data Collection Project Pages

<http://www.insurance.wa.gov/for-insurers/data-calls-reporting/special-data-calls/k-12-health-benefits-data-collection/schools/index2.html>

This web site hosts various documents related to the OIC K-12 Health Benefit Data Collection Project, including:

- The school district **Data Collection Spreadsheet**
- The school district **Data Call Instructions**
- **FAQ** related to the school district Data Call
- **Information Sheet – Webinar Orientation Sessions** about the school district Data Call; these will take place from February 3 to February 28, 2014.
- **Data Flow** - Districts that use WESPaC / WSIPC
- **Data Flow** - Districts that do not use WESPaC
- **.csv templates** for the school district Data Call. These may be of use to districts that will extract their data from computer systems other than WESPaC. Districts that use WESPaC will not need these as the WISPC extract will create the required CSV files.

### Data Call Orientation Sessions

<https://attendee.gototraining.com/rt/3702584870945134081>